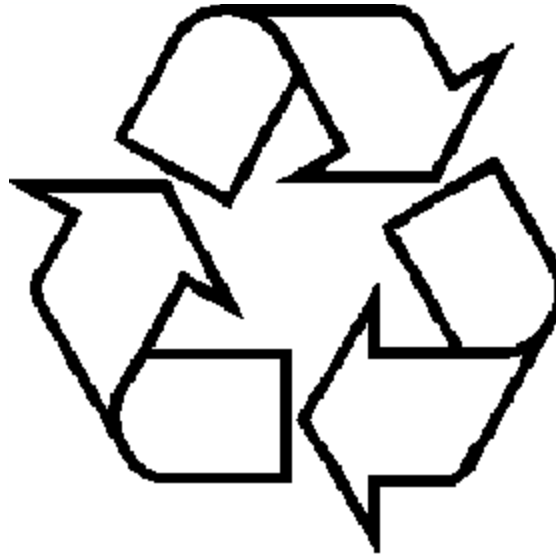


WRIGHT-PATTERSON AFB



AFFIRMATIVE PROCUREMENT PLAN

GUIDELINES FOR PROCUREMENT OF PRODUCTS THAT CONTAIN RECYCLED MATERIAL

Prepared and Coordinated by
WPAFB Affirmative Procurement Working Group

9 October 2001

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PLAN SUMMARY

1. **Purpose:** The purpose of this plan is to provide guidance to Wright-Patterson AFB personnel on buying recycled content and environmentally preferable products and services. The plan explains the legal and policy drivers, responsibilities, program elements, and provides a list of resources to aid in implementation. The overall goal of the plan is to further protect our environment while promoting economic growth through the purchase of recycled and other environmentally preferable products.
2. **Conditions for Implementation:** This plan will be implemented for all purchases immediately upon receipt.
3. **Operations to be Conducted:** This plan will affect all WPAFB purchases by giving preference to products with certain levels of recycled content.
4. **Key Assumptions:** It is assumed that all personnel will make a conscious effort to involve Affirmative Procurement as early as possible in the procurement process.
5. **Authorizations:** Tasked organizations are authorized to copy those portions of this document essential in the accomplishment of meeting these requirements.
6. **Operational Constraints:** The plan will be used when items meet technical, price, time, and availability requirements as explained in section 2.1.
7. **Annual Review:** The plan will be reviewed at least annually by the Affirmative Procurement Working Group. The review of the plan, and any resulting amendments or changes to the plan must be logged on the record tables immediately following these instructions.

RECORD OF ANNUAL REVIEW:

REVIEWED BY	DATE OF REVIEW	REMARKS
APWG and Raymond Baker	16 Jan 03	Updated office symbols, improved wording, added AF <i>Advantage!</i> to Appendix A, added completion of DD Form 350 and insert FAR clauses in section 1.5.6 as additional contracting responsibilities

RECORD OF CHANGES:

CHANGE No.	COMMENTS	DATE	POSTED BY
02-01	Section 2.1: Added "Exemptions do NOT apply to paper"	21 Jun 02	R. Baker
02-02	Appendix A: Added Office Runway as Resource	21 Jun 02	R. Baker
03-01	See remarks above under 14 Jan 03 review	14 Jan 03	R. Baker



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“Today I am pleased to sign an Executive Order strengthening federal efforts to protect the environment and promote economic growth through the purchase of recycled and other environmentally preferable products. ... By redoubling our efforts to "green the government," we are demonstrating once again that the environment and the economy go hand in hand, and helping to promote a more sustainable future for America.”

*President Bill Clinton
September 14, 1998*

SECTION 1: INTRODUCTION

1.0 PURPOSE

The purpose of this document is to:

- Document compliance with Resource Conservation and Recovery Act program requirements.
- Provide a guidance document for WPAFB agencies to reference for compliance with Affirmative Procurement (AP) program requirements.
- Increase the purchase of recycled content products, biobased products, and environmentally preferable products and services.

1.1 WHAT IS AFFIRMATIVE PROCUREMENT?

The purchase of environmentally preferable products manufactured from recycled and reclaimed materials defines the program known as “Affirmative Procurement” or simply, “Buy Recycled.” The overall objective of AP is to stimulate recycling by providing a market for new products manufactured with recycled materials. The federal government, as the country's largest purchaser of goods and services, has the ability to help create and stabilize markets for recycled-content products. The United States Environmental Protection Agency (U.S. EPA) has designated specific guideline items, which when meeting certain criteria, federal agencies are required to purchase to the maximum extent practicable. Air Force "consumers" are subject to these mandates for the procurement of recycled content products. These mandates apply equally to all WPAFB organizations, tenant organizations, and contractors.

1.2 BENEFITS

Each year the Federal government spends about \$200 billion on products and services.¹ In one year, the U.S. Air Force alone generates more solid waste than 450 miles of 9000 loaded C-5's.² Through the purchasing of recycled content products, the government has the opportunity to realize significant economic and environmental benefits.

Purchasing recycled-content products at or near the cost of virgin products demonstrates that the Air Force is a good neighbor and steward of the environment. This contributes to sound waste management practices and shows Air Force commitment to environmental quality.

For the nation to fully recognize the benefits of recycling and resource recovery, there must be commercial markets available for recycled or recovered materials. The Department of Defense and Air Force have the purchasing power to spur the development of commercial markets and raise the demand



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for recycled-content products. The Federal government strives to be the nation's leader in purchasing products and acquiring services that protect and preserve the environment.

As the program matures, revenues from recycling programs will increase; costs for recycled-content products will decrease; dependence on landfilling and requirements for virgin materials use will decrease. The resulting savings in money and resources will ultimately improve our readiness.

Environmental and financial gains can be achieved on a national level. Promoting waste prevention by purchasing recovered items can slow the use of virgin material and the rate at which our landfills become filled and closed. This is especially true for paper since paper takes up roughly one-third the space in landfills nationwide. Federal government procurement and use of recycled products, especially re-refined oil, can reduce our nation's dependency on foreign governments for raw materials.

Buying recycled content products generates new jobs, creates markets for recovered materials, reduces air and water pollution, and reduces energy usage.

1.3 LEGAL DRIVERS

Laws, regulations, and Executive Orders combine to provide the authority and requirements for federal AP programs (APP). A brief summary of these drivers and how they interact is presented below.

1.3.1 Resource Conservation and Recovery Act

The legal authority for the APP comes from the Resource Conservation and Recovery Act (RCRA) Section 6002. It requires federal agencies to give preference in their purchasing programs to products and practices that conserve and protect natural resources and the environment. RCRA is also the source for the four required elements of an APP: a preference program, a promotion program, a certification program, and a monitoring program. The four elements are discussed in detail in Section 2.4 of this guide.

1.3.2 Executive Order 13101, "Greening the Government through Waste Prevention, Recycling, and Federal Acquisition," 14 Sep 98

Executive Orders (EO) are Presidential directives to federal agencies. EO 13101 carries forward the recycled-content product procurement program from EO 12873, and expands it by adding the biobased products procurement program. U.S. EPA administers the recycled-content program and the U.S. Department of Agriculture administers the biobased product program.

1.3.3 Comprehensive Procurement Guidelines (CPG) - Federal Register "Final Rules"

The CPG is the document EPA uses to formally designate the items covered by the APP. As a result the designated items are known as "guideline items." The process begins as EPA reviews a broad list of potential products made from recovered materials. They consider the availability of the item, the potential impact on the solid waste stream, the economic and technical feasibility of producing the item, and other uses of the recovered materials used to produce the item. EPA also considers comments from end users, manufacturers, distributors, the general public, and other interested parties through a formal rulemaking process to designate items. The list of guideline items is complete when EPA publishes it as a final rule in the Federal Register. This process was completed for the first time with the publication of CPG I in the May 1, 1995 Federal Register. Twenty-four guideline items were listed in CPG I.



Guideline items are added to the existing list every time EPA publishes a new CPG. When EPA published CPG II in November 1997, the list grew to include 36 items in eight categories. CPG III added 18 more items on 19 January 2000. Expect the CPG list to continue to grow, since EPA is tasked by EO 13101 to update the CPG every two years or as appropriate.

EPA has created an excellent web page for CPG information: <http://www.epa.gov/cpg>. The "Products" section of the page lists all currently designated and proposed guideline items and their associated recycled-content requirements. The full text of each CPG is found in the "Background" section. Other sections of the web page provide product fact sheets, give CPG program updates, and answer frequently asked questions.

1.3.4 Title 40, Code of Federal Regulations, Part 247 (40 CFR 247) - "Comprehensive Procurement Guideline for Products Containing Recovered Materials"

These are the regulations that codify the CPG requirements. 40 CFR 247 lists the product categories defined in the CPG, defines terms, and describes to whom the program applies. The CFR also calls on federal agencies to ensure their specifications for purchase of guideline items require the use of recovered materials to the maximum extent possible.

1.3.5 Federal Acquisition Regulation (FAR) and DoD FAR Supplement (DFARS)

FAR Subchapter D, Part 23 "Environment, Conservation, Occupational Safety, and Drug-Free Workplace" includes requirements for AP. The applicable sections include Subpart 23.4--Use of Recovered Materials, and Subpart 23.7--Contracting for Environmentally Preferable and Energy-Efficient Products and Services. The FAR requires agencies to acquire recycled-content and other environmentally preferable products where cost effective, and to prepare written determinations for official signature whenever they acquire EPA designated items that do not meet the EPA minimum recovered material standards.

These requirements are supplemented by DFARS 223.404(b)(3). It forbids awarding a contract for an EPA designated item that does not meet the EPA minimum recovered material standards, before approval of the written determination required by the FAR.

1.4 DOD AND AIR FORCE DRIVERS

Affirmative Procurement programs are required of all Air Force installations. DoD Instruction 4715.4, Pollution Prevention, calls for AP program establishment in accordance with RCRA and EO 12873 (which was replaced by EO 13101). AP is also addressed in Air Force Instruction (AFI) 32-7080, Pollution Prevention Program, and the 24 July 1995 Air Force Pollution Prevention Strategy. The Strategy sets program goals and the AFI provides program guidance.

AFI 32-7080 calls for each installation to implement procurement programs for all U.S. EPA designated items, and for each installation to review and revise its specifications to include these designated items. The AFI provides the flexibility to design the program as long as it meets RCRA and DoD requirements. Finally, the AFI states that the Air Force will acquire recycled materials based on U.S. EPA procurement guidelines. This means the U.S. EPA "recommended" minimum content standards given in the Recovered Material Advisory Notices (RMANs) are no longer recommendations, but are requirements for the Air Force.



Affirmative Procurement is a component of the Air Force pollution prevention program. The AF Installation Pollution Prevention Program Guide includes this goal for Affirmative Procurement: “100% of all products purchased each year in each of U.S. EPA’s ‘Guideline Item’ categories shall contain recycled materials meeting U.S. EPA’s Guideline Criteria.”

AF Engineering Technical Letter (ETL) 00-1, "EPA Guideline Items in Construction and Other Civil Engineering Specifications", (formerly ETL 94-7) makes it mandatory for civil engineer specifications to include EPA designated guideline items containing recycled material unless the recycled-content product does not meet specific performance, price, or contracting requirements.

1.5 RESPONSIBILITIES

The installation commander has overall responsibility for implementing an Affirmative Procurement Program compliant with public law, EO's, DoD, and AF policies and regulations, as well as applicable state or local requirements. At WPAFB, the Environmental Protection Committee (EPC) has designated an Affirmative Procurement Working Group (APWG) to coordinate the program among all functional areas. The APWG consists of representatives from Environmental Management, Public Affairs, Logistics, Contracting, Medical Center, Bioenvironmental Engineering, Civil Engineering Operations and Engineering Divisions, Legal, AAFES, Support Group/Services Squadrons, and base tenant organizations (AFIT, AFRL, 445th AW, Office Runway Retail Supply Center). The CE Engineering Division and the Base Legal Office serve as technical advisors to the working group. APWG progress will be reported to the EPC.

Execution of the WPAFB AP program is the responsibility of many organizations. This section outlines the basic, and not all-inclusive, responsibilities of the key organizations in the WPAFB AP program, including the APWG and the consumers.

1.5.1 Affirmative Procurement Working Group

The APWG will address the following to ensure the success of the WPAFB AP Program:

- Determine the applicable use of recycled-content products across all activities;
- Coordinate affirmative procurement efforts with tenant units;
- Comply with purchasing requirements;
- Develop a basewide education program to affirmative procurement efforts;
- Coordinate as needed, AP efforts with Federal, state, and local regulatory agencies;
- Establish a basewide affirmative procurement tracking program; and
- Provide input and suggestions to the EPC on AP efforts and other environmentally preferable acquisition activities described in EO 13101.

1.5.2 Environmental Management

The AP program manager (APPM) shall chair the base APWG and be the main base point-of-contact for all AP initiatives. With the support of the APWG members, the APPM shall:

- Report the status of the AP program to the EPC.
- Strive to ensure that the base is meeting the USAF goals and objectives of 100% compliance with AP purchases.



- Review the effectiveness of the affirmative procurement program and recommend adjustments to appropriate APWG members when necessary.
- Collect information on affirmative procurement and develop an affirmative procurement library to be used by members of the APWG or other interested base personnel. New information collected will be disseminated to interested parties on a regular basis. This may be accomplished using the EM web site at:

http://www.abwem.wpafb.af.mil/em/recycling/index.cfm?fuseaction=main&obj_id=119&CFID=4752&CFTOKEN=5268435

- If directed by HQ AFMC/CEV, collect AP metric information from various sources on a quarterly basis and report that information by the 15th of each month following the end of the quarter. Contractor reports are due at the end of the contract.
- Lead the APWG effort to educate base personnel and provide program publicity.
- Provide affirmative procurement training to Government Purchase Card (GPC) holders and billing officials.
- If available, provide funds to support the startup and operation of the WPAFB Affirmative Procurement Program in accordance with AFI 32-7001, *Environmental Budgeting*, and AFI 32-7080, *Pollution Prevention Program*. Pollution prevention funding can be used to cover: startup costs, recurring service costs, educational and presentation costs.

1.5.3 Civil Engineering (Engineering Division)

Engineering design personnel review specifications for building materials and must specify recycled-content products as defined in this plan. This office reviews the Base Facilities Standards to ensure they include affirmative procurement requirements and do not prohibit the use of recycled-content products that meet the required performance standards.

1.5.4 Civil Engineering (Operations)

Service contract managers review and edit contract specifications (e.g., grounds maintenance and custodial contract requirements) applicable to U.S. EPA designated items, as defined in this plan. Quality Assurance Evaluators (QAE's) for service and construction contracts review contractor compliance with affirmative procurement requirements.

1.5.5 Logistics

Service contract managers review and edit contract specifications (e.g., transportation, supply, and maintenance contract requirements) applicable to U.S. EPA designated items, as defined in this plan. QAE's for transportation, supply, and maintenance contracts review contractor compliance with affirmative procurement requirements. Supply personnel advocate the use of recycled-content products by stocking these types of products in the warehouse and at the base supply store, and by requesting these types of products through the Government Services Administration (GSA) and the Defense Logistics Agency (DLA). The Supply office maintains catalogs that identify recycled-content products, such as the GSA Environmental Products Guide.

1.5.6 Contracting

Base contracting supports the AP program by inserting the appropriate FAR clauses requiring the use of recovered materials in all service, design, and construction contract solicitations. These clauses include FAR 23.4, 36.601-3, 36.602-1, 52.223-4, 52.223-9, and 52.223-10. For all contracts, contracting



personnel shall complete Lines B12F and B12G on DD Form 350, Individual Contracting Action Report, in order to track AP compliance. The contracting office also assists requiring activities in developing the written determinations required when noncompliant items are purchased (see Section 2.2 Written Determinations). A sample form for this determination is included in Appendix B. A copy of the approved determination should be maintained in the contract file if a noncompliant item is procured through contracting.

Contracting reviews cardholder activities annually to ensure AP requirements are followed. The Recovered Materials Determination Form (Appendix B) may be used to track purchases.

1.5.7 Bioenvironmental Engineering

Bioenvironmental Engineering determines and evaluates the possible health risks associated with using or handling recycled-content products.

1.5.8 Public Affairs

Public Affairs assist the APWG in establishing a public outreach/awareness program by disseminating information to base personnel through ads/articles in the base newspaper, flyers, banners, web sites, brochures, or any other media deemed appropriate. This office will also ensure the base newspaper or other print media are produced using recycled content paper conforming to affirmative procurement guidelines.

1.5.9 Legal

Legal office will advise and assist the APWG with legal matters regarding base AP efforts.

1.5.10 All WPAFB Consumers (including Tenant Organizations)

As consumers, every base organization has the responsibility to be aware of the affirmative procurement requirements and to purchase compliant U.S. EPA designated items. All consumers will identify and request environmentally friendly products as outlined in these guidelines, unless a determination to purchase a noncompliant item is approved (see Section 2.1 Exemptions). Consumers are responsible for preparing a written determination when noncompliant items are purchased. A sample form for this determination is included in Appendix B. In the remainder of this plan, WPAFB consumers will be identified as GPC holders and/or WPAFB requiring activities, where a requiring activity is the functional unit having the requirement to procure U.S. EPA designated items.

1.6 TOOLS AND RESOURCES

There are several tools and resources that are available via the internet that contain a wealth of information on Affirmative Procurement. In order not to make this plan any longer than it is, and to maintain a current and living document, a list of vendors, technical resources and policy drivers are listed in Appendix A. Since these web sites are continually being updated, they contain the most current information on Affirmative Procurement requirements. The top three recommended websites are

- 1) <http://www.afcee.brooks.af.mil/eq/programs/progpage.asp?PID=1>
- 2) <http://www.epa.gov/cpg/products.htm>
- 3) <http://www.ofee.gov>



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1.7 SUMMARY

Affirmative Procurement simply means “Buying Recycled.” By supporting markets for recycled materials and products containing recycled materials, Federal agencies now have the opportunity to procure those products and services that have a reduced impact on human health and the environment. Acquisition of these products “Closes the Loop” on recycling. The recycling loop starts when materials are collected for recycling, then these materials are processed and manufactured into new products, and finally the loop is closed when these products are purchased.

This document contains guidance for implementing the RCRA, EO, DoD, and Air Force Affirmative Procurement requirements. It describes actions that Wright Patterson Air Force Base agencies shall use to ensure that the specifications they are responsible for, and the procurement actions that they take, will bring about the increased use of recycled material. It will take the effort and commitment of every individual to make this a successful program.

“Our vision is one of environmental stewardship through continuous improvement. We can see the day when all resource circles will truly be closed, when our natural resources will be used, reused, and no longer wasted. This is our responsibility, and we are committed to continue leading the Nation in safeguarding the environment for future generations.”

*James L. Connaughton
Chair, White House Council on Environmental Quality*

SECTION 2: WPAFB AFFIRMATIVE PROCUREMENT PROGRAM

2.0 APPLICABILITY

The requirements of the Affirmative Procurement Program are applicable to all WPAFB requiring activities that: (1) prepare specifications for products; (2) procure or request procurement of products; and (3) provide support to base organizations (e.g., base supply and contracting). These procedures also apply to WPAFB contractors as long as appropriate provisions are contained in the contracts. It is the responsibility of the WPAFB contracting office and the WPAFB requiring activities to ensure: (1) appropriate existing contracts are revised to include Affirmative Procurement Program compliance provisions; and (2) appropriate new contracts contain Affirmative Procurement Program compliance provisions.

2.1 EXEMPTIONS

The APP is intended to promote cost-effective environmentally preferable purchasing. It is recognized that there would be occasions when the use of a recycled-content product would not meet operational needs, and therefore RCRA provides four exemptions to cover these situations. Recycled-content products meeting EPA guidelines should always be purchased unless they:



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- (1) Are not available within a reasonable period of time, or
- (2) Fail to meet the performance standards set forth in applicable specifications or fail to meet reasonable performance standards of the procuring agency, or
- (3) Are not available from a sufficient number of sources to maintain a satisfactory level of competition (i.e. available from two or more sources), or
- (4) Are only available at an unreasonable price. If the price of the recycled-content product exceeds the cost of a comparable non-recycled item by more than 10%, then the price is considered unreasonable.

However, these exemptions do NOT apply to printing and writing papers.

When procuring guideline items, any decision not to acquire items meeting EPA content standards must be based on one of these exemptions and may require a written determination.

2.2 WRITTEN DETERMINATION

To invoke an exemption, a written determination is required. FAR 23.405(c)(3) places the responsibility to prepare this determination on "technical or requirements personnel." The Recovered Materials Determination Form (see Appendix B) may be used to document the determination. The form may be used in two ways:

- (1) Determination forms may be used for all procurement actions that include one or more guideline items; to certify that the purchase meets EPA requirements (in which case it is signed by the requester); or to invoke an exemption (in which case it is signed by the requester and their unit commander); or
- (2) Determination forms may be completed only for purchases that invoke an exemption. EO 13101, Section 402(c) eases these paperwork requirements by stating that written determinations need not be provided for micropurchases (less than \$2,500). The requirement for written documentation applies to all guideline item purchases over \$2,500, even if the purchase is made by credit card.

Where repetitive purchases of the same items are made, an annual blanket determination may be approved. However, these determinations must be reviewed annually because technical requirements, prices, and product performance are not fixed quantities and are subject to change.

2.3 RECORD KEEPING

Written determinations shall be kept in procurement files to document the decision to make a non-compliant purchase. If a guideline item purchase over \$2,500 is made on a credit card, the written determination shall be filed with the credit card holder's purchase records. This documentation will be important in case the installation receives an external (EPA) or internal (ECAMP) audit of affirmative procurement compliance.

2.4 PROGRAM ELEMENTS

Section 6002 of RCRA requires each federal agency to establish an Affirmative Procurement Program that explains the agency's strategy for maximizing its purchases of U.S. EPA designated items. RCRA requires that Affirmative Procurement Programs have, at a minimum, the following four elements:

- (1) A preference program in which the agency shows its preference for recycled products by procuring items that meet recycled material content levels and specifications;



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- (2) A promotion program designed to educate employees, contractor personnel, and potential bidders on possibilities and procedures for affirmative procurement initiatives;
- (3) Procedures for obtaining and discussing estimates and certifications of recycled/ recovered material content with product vendors, and procedures to verify recycled/recovered material content in the products provided by vendors; and
- (4) Procedures for monitoring and annually reviewing the effectiveness of the Affirmative Procurement Program by spot checking purchases and maintaining records of products containing recycled materials.

Below is a description of each of these four elements.

2.4.1 Preference Program

The WPAFB procuring agency (contracting), GPC holders, and all requiring activities are responsible for implementing this preference program element.

The EPA has provided the following web site, <http://www.epa.gov/cpg/products.htm>, listing the Comprehensive Procurement Guidelines (CPG), which will provide all the necessary information needed to make the proper purchases. Since this web site is continually being updated, this plan will reference the web page instead of listing the specific items. This method will be used throughout this plan. The web page will be referenced as the most up to date information available. The “Products” section of the page lists all currently designated and proposed guideline items and their associated recycled-content requirements. The full text of each CPG and Recovered Material Advisory Notices (RMAN) can be found in the “Background” section. Other sections of the Web page provide product fact sheets, give CPG program updates, and answer frequently asked questions.

The WPAFB preference program includes the following:

- Contracting, GPC holders, and WPAFB requiring activities will give preference to the selection of the U.S. EPA designated items in the procurement process. Preference will be given to products containing the highest percentage of recovered materials practicable, consistent with performance, competition, and availability. The U.S. EPA recommended minimum recovered material content levels for designated items are the **required minimum** recovered material content levels for procurement of these items.
- Contracting, GPC holders, and WPAFB requiring activities will review their procurement practices and eliminate those that would inhibit or preclude the use of an item containing recovered materials.
- Contracting and WPAFB requiring activities will specifically include provisions in all construction contracts to allow for the use of all listed products.

WPAFB agencies are required to adopt appropriate bidding approaches to comply with this guideline. While U.S. EPA allows flexibility in this regard, alternatives that may be considered in adhering to this guideline include:

- Revision of contract or guide specifications, such that listed products are considered acceptable materials for the particular construction job. Such an approach allows a contractor to secure award of a contract based on normal bid evaluation procedures. At a later time, the contractor can exercise the option to use or not to use a product, subject to normal quality assurance procedures and review and approval of designs, materials, etc. by contracting and the WPAFB requiring activity.



This bidding approach may be most useful in procurements where the products are not the sole material purchased (e.g., as in the case of a solicitation covering all phases of construction of an office building). Under this approach, contracting and WPAFB requiring activities will put offerors on notice that a specification change has taken place and that they will actively seek out suppliers of the products.

- Solicitation of alternate bids allowing separate price quotations for the listed products. Under this approach, award is made to the successful bidder (typically lowest priced responsible offeror) for either one or the other of the materials. However, the successful bidder can later revise the selection of materials planned for use, for example, due to technical reasons or material availability, subject to approval of contracting.

This bidding approach may be most useful in procurements where contracting is purchasing cement or concrete separately from other phases of a construction project, thus enabling the agency to evaluate bids for the products individually and to deal directly with potential suppliers.

Regardless of the method of solicitation used, award will be made in accordance with customary award procedures, typically to the lowest priced responsible bidder, regardless of whether the product contains recovered material. In the event that two or more low bids are received that offer different levels of recovered materials content, award will be made in accordance with customary award procedures, typically to the lowest priced responsible offeror. In the case of identical low bids, award will be made to the offeror with the higher level of recovered material content, all other factors being equal.

2.4.1.1 Unique Requirements for Certain Designated Items

Paper: Section 505 of EO 13101 places specific requirements on federal agency purchases of high speed copier paper, offset paper, forms bond, computer printout paper, carbonless paper, file folders, white wove envelopes, writing and office paper, book paper, cotton fiber paper, and cover stock. For each of these items, the minimum content standard was raised to 30 percent post-consumer materials effective 31 December 1998. If products with 30 percent post-consumer content are not available, do not meet performance requirements or are unreasonably priced, federal purchasers must buy products containing no less than 20 percent post-consumer material. No exemptions to the 20 percent minimum are authorized. As an alternative to these requirements, paper products having 50 percent recovered materials may be used. Even though office paper is included in the CPG, there are additional and more specific guidelines on the recycled content of this type of paper. Current information on these requirements can be found on the Office of the Federal Environmental Executive (OFEE) web page, under the link titled “The Results are in...Paper Containing 30 Percent Post-consumer Fiber (30% PC) Works Just Fine.”

Additionally all documents (including copies) over two pages in length will be double-sided, unless specific requirements exist that dictate otherwise. For example, multi-part forms that require the parts to go to different personnel.

Re-refined Lubricating Oil: Section 507 of EO 13101 calls on fleet and commodity managers to take immediate steps to procure re-refined oil. It also states this requirement does not preclude the acquisition of biobased (vegetable) oils. However, Air Force technical offices responsible for vehicle management must first approve vegetable oils for use in AF vehicles.



Retread Tires: Section 507 of EO 13101 names the DoD Cooperative Tire Qualification Program as a focal point for retread tire purchases. The Army Tank-automotive and Armaments Command (TACOM) administers this program. Their program information is found on the “Team Tire” website (<http://www.tacom.army.mil/>).

2.4.2 Promotion Program

WPAFB will promote the procurement of recycled-content products by educating base personnel and by advertising to vendors our desire to purchase such products. The APWG will implement the promotion program. The WPAFB AP Promotion Program includes the following:

- Periodic notifications and articles in base publications, electronic mail or bulletin board systems, and on the base’s World Wide Web site.
- Informational handouts, briefings, and training slides for base personnel to be presented at Commander’s Calls, newcomer’s briefings, Earth Day activities, and other appropriate forums.
- Policy/education letters sent to GPC holders explaining the Affirmative Procurement Program.
- A special notation prominently displayed in any procurement solicitation or invitation to bid.
- A statement in each specification defining “post-consumer recovered materials,” or “recovered materials,” as applicable, as they are defined in this document.
- A brief statement in advertisements of bids describing the preference program. Such advertisements will be placed in the Commerce Business Daily and periodicals commonly read by vendors of products containing post-consumer recovered materials.
- Distribution of catalogs (such as General Services Administration’s (GSA’s) *Environmental Products Guide*) to all WPAFB organizations and contractors. These catalogs list available products containing post-consumer recovered materials.
- Discussion of the preference program at bidders’ conferences or similar meetings of potential bidders.
- Announcements in recycling journals, trade magazines, and procurement publications.

2.4.3 Estimates, Certifications, and Verification

This element applies only to contracts valued at more than \$100,000 based on Federal Acquisition Streamlining Act (Pub.L.103-355), which amended RCRA Section 6002 to require recovered material estimates only for contracts valued at more than \$100,000, if the contract includes the purchase of any U.S. EPA designated items. When applicable, this element has two steps. First, the vendor must estimate and certify the amount of recycled material that will be included in a product. After the product is delivered, the WPAFB requiring activity must verify that the estimates were accurate. These steps are described below.

2.4.3.1 Estimates and Certifications

When a procurement solicitation or invitation for bid meets the \$100,000 threshold and requires a U.S. EPA designated item, contracting will require vendors to:

- Upon completion of the contract, estimate the percentage of recovered material content used, specifically identifying the percentage of post-consumer material and other recycled material that are in the products. Vendors will use the FAR provision 52.223-9, *Estimate of Percentage of*



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Recovered Material Content for EPA-Designated Products, to provide the estimate. WPAFB will maintain records of these estimates for three years by type of product, quantity purchased, and price paid.

- Upon signing the offer, certify that the percentage of recovered material content to be used in the performance of the contract will be at least the amount required by the solicitation or invitation for bid. Vendors will use FAR provision 52.223-4, *Recovered Material Certification*, to meet this requirement.
- Contracting shall maintain copies of certification documents for three years and produce copies of written certification upon request.

Currently, the FAR contains a “Recovered Material Certification” provision (52.223-4), which federal agency contracting officers will insert into solicitations, including specifications requiring use and/or procuring recovered materials. The provision is as follows:

The offeror certifies, by signing this offer, that the percentage of recovered materials to be used in the performance of the contract will be at least the amount required by the applicable contract specifications.

2.4.3.2 Verification

The Affirmative Procurement Program must contain reasonable verification procedures for estimates and certifications. Therefore, measurement of recovered material content should be made in accordance with standard industry practice. For example, contracting may state in solicitations for bids for recycled-content paper that, in the case of a bidder's protest, all estimates and certifications will be subject to audits of mill records.

Contracting may also consider revising the contract quality assurance procedures developed under Part 46 of the FAR to include verification of estimates and certifications. Nothing in this guideline should be construed to relieve the contractor of responsibility for providing a satisfactory product. The certification procedures discussed above are intended to satisfy the certification requirements of Section 6002 of RCRA, and are entirely separate in purpose and format from standard industry quality control and quality assurance procedures. This guideline does not attempt to shift normal industry procedures for assigning responsibility and liability.

2.4.3.3 Federal Supply Sources

Federal supply sources such as the GSA, Government Printing Office (GPO), and Defense General Supply Center (DGSC) have established their own estimation, certification, and verification procedures for U.S. EPA designated items. Therefore, agencies procuring designated items through these supply sources are not required to conduct independent estimation, certification, and verification procedures.

2.4.4 Annual Monitoring and Review

The WPAFB APWG is responsible for tracking and monitoring the program. The group will review and evaluate the Affirmative Procurement Program's success annually, using data collected through vendor certifications and any other information the group is able to gather. The WPAFB AP program manager is responsible for reporting on AP activities. The AP program manager is also responsible for collecting contractor-provided data for purchases of U.S. EPA designated items included in contracts valued at over \$100,000 from contracting. These requirements are discussed in more detail below.



2.4.4.1 Tracking and Monitoring

Tracking and reporting are usually synonymous in Air Force program management where detailed data are collected and reported up the chain. However, an active attempt is being made in the AP Program to limit the amount of data collected for reporting purposes, while still tracking (monitoring) the program closely enough to ensure the data is being collected.

Contracting form, DD 350, is now the tracking mechanism for AP compliance in contracting actions. Contract personnel will complete this form. The new DD Form 350, revision date Oct 2001, has two lines added: Line B12F, identifies whether or not the contract includes CPG items; and Line B12G, identifies the use of the FAR clauses for AP compliance. By counting up the number of contracts that include CPG items and the FAR clauses, WPAFB will be able to report the number of compliant contracts. This will take effect in Oct 2001 so that data can be collected for 2002 reporting. This form, at least for now, will satisfy the RCRA requirement for AP reporting.

The goals of this process are to track program growth, identify weak areas, crossfeed recycled-content product source information between organizations, and create success stories to share with other installations. This information will be useful for the following:

- Review and maintain the WPAFB Affirmative Procurement Plan.
- Review and maintain the appropriate section of the P2 MAP.
- Compile a list of products purchased with recycled content and the range of post-consumer content. It is essential to include U.S. EPA designated items, but also take credit for other recycled-content items used at WPAFB.
- List examples of new products with recycled content purchased during the year.
- List examples of unique products with recycled content, including content percentages.
- List “old” products replaced with recycled content products.
- Compile examples on how the APWG has advertised the program.

The goal of the program monitoring activities is to use the APWG structure to periodically assess progress. Examples of useful monitoring activities for the group include:

- Educate each other and the WPAFB consumers.
- As the program develops, communicate with each other and with shop personnel.
- At APWG meetings, discuss observations of successes and areas for improvement.
- Document these observations in meeting minutes and use them as a basis for program improvement.
- Assign actions to group members as required, and update the P2 MAP at key intervals.
- Keep in mind the goal of 100% of designated items purchased with the maximum recycled material content.

2.4.4.2 Formal Reporting

A limited amount of formal reporting is still required for the Affirmative Procurement Program. Stock-listed purchases are reported by GSA and DLA, and contracts under \$100,000 are exempt from DoD reporting. Therefore, the only activities subject to upward reporting will be contracts with a total value over \$100,000, which include any amount of U.S. EPA designated item purchases.



2.4.4.3 Data Collection

AP program manager will, at the request of HQ AFMC/CEV, collect contractor-provided data for purchases of U.S. EPA designated items included in contracts valued at over \$100,000. This data will be provided by contractors in accordance with FAR 52.223-4, Certification of Recovered Material. The AP program manager will compile the data and submit it to HQ AFMC/CEV as required.

2.5 SPECIFICATIONS

2.5.1 Review

- (a) All WPAFB agencies that have the responsibility for drafting or reviewing specifications for products procured by the Federal government shall review those specifications and ascertain whether recycled materials are excluded from the specifications. All specifications with exclusions shall be rewritten without the exclusion, unless performance standards would not be satisfied.
- (b) Any statement in a specification that requires the product to be manufactured from virgin materials shall be eliminated, unless performance standards would not be satisfied.
- (c) All agencies shall revise specifications used in purchasing personal and real property so that all specifications require the inclusion of recycled material to the maximum extent practicable.
- (d) All specifications shall be revised if the performance requirements are so stringent that they arbitrarily exclude products that contain the maximum practical amount of recycled materials.
- (e) The review process shall be completed at the next specification review or at the time of the next major procurement action.
- (f) Specifications shall require the recycled material contained in the products to be post-consumer waste whenever practicable or that the recycled material specified contain the highest percentage of post-consumer waste that is practicable.
- (g) If the inclusion of recycled material to the maximum extent practicable cannot be determined by the specification writer, then the specification shall encourage manufacturers to include recycled material to the maximum extent that will still allow the product to meet the performance standards required.

2.5.2 Consultation

The determination of practicable percentages of recycled material to be contained in a product shall be established by consultation with the Bureau of Standards of the U.S. Department of Commerce, American Society of Testing and Materials Engineers (ASTM), other appropriate groups who are involved with product performance standards, the U.S. Environmental Protection Agency, and through appropriate literature review and testing.

REFERENCES:

1. *“Greening the Government Showcases 2001”, The White House Task Force on Recycling.*
2. *“Win the War Against Waste”, U.S. Air Force Flyer.*



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APPENDIX A: RESOURCES FOR BUYING RECYCLED

List of Vendors

Office Runway, Wright-Patterson AFB, Building 1, Area C, Room 129, 257-6500, FAX 257-6452

Air Force Advantage! <https://epc.wpafb.af.mil/>

General Services Administration (GSA)

Of the U.S. EPA Guideline Items with currently effective designations, all except re-refined oil may be purchased through GSA. Currently, all paper products obtained through GSA meet or exceed the U.S. EPA requirements. GSA is in the process of identifying all remaining Guideline Items, doing market research, and changing their purchase specifications to meet U.S. EPA's recommendations for minimum recycled content where cost-effective products are available. GSA's monthly "Marketips" publication contains information on newly available recycled items. The *Environmental Products Guide* lists products containing recovered content for which contracts have already been negotiated. All Guideline Items listed in this catalog meet or exceed U.S. EPA's recycled content recommendations. Therefore, if a consumer locates a Guideline Item in GSA's *Environmental Products Guide* and requests it through Supply, they do not have to make the effort to determine cost effectiveness or compare the product's materials content against U.S. EPA recommendations, since GSA has already done this. For copies of these publications, contact GSA Customer Service at 800-488-3111.

Government Printing Office (GPO)

The GPO is another source for printing and writing papers, and for environmentally preferable soy-based inks. Contact GPO regional offices at the following numbers: Atlanta, GA (404) 605-9160; Boston, MA (617) 720-3680; Columbus, OH (614) 488-4616; Dallas, TX (214) 767-0451; Denver, CO (303) 236-5292; Newport News, VA (804) 873-2800; Lakewood, CA (310) 982-1130; New York, NY (212) 620-3321; and Southampton, PA (215) 364-6465.

Defense Logistics Agency - Defense Supply Center Richmond (DSCR)

DSCR is the Federal item manager for packaged lubricating oils in quantities ranging from 0.5 ounces to 55-gallon drums. A limited number of re-refined lubricating oils are currently available. Additional products are expected to be added as contracts are re-bid. For a Qualified Products List (QPL) of oil that meets military specifications or for other information regarding re-refined lubricating oil, contact the Directorate of Supply Operations, Defense Supply Center Richmond, DGSC-OMAB, Richmond, VA 23297-5000, (804) 279-3024.

Other Organizations

Many other organizations at Federal, state, and local levels provide recycling and affirmative procurement assistance. An extensive listing is available in Appendix D of *A Guide to Buying Recycled: The Air Force Affirmative Procurement Program*, June 1997. The latest version of the guide and appendices are located on the 1997 Tri-Service Pollution Prevention Resource Compact Disc (CD). The CD can now be accessed from the Internet at: <http://www.afcee.brooks.af.mil/eq/eqform.htm> (under the EQ Products area).



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Technical Resources

Lists of the EPA guideline items and their recycled-content requirements are found in the "Products" section of EPA's CPG Web page. <http://www.epa.gov/cpg/products.htm>

Comprehensive Procurement Guidelines (CPG) & Recovered Material Advisory Notices (RMAN) are also found on EPA's web page. The "Background" section links to proposed and final designated item lists, technical background documents, and Federal Register notices for each update of the CPG and RMAN. <http://www.epa.gov/cpg/backgrnd.htm>

CPG Fact Sheets are also found on EPA's web page. These Fact Sheets summarize information on the CPG program, EPA's recovered materials content requirements, case studies from around the country, and key resources, associations, and Web sites. There is a Fact Sheet for each of the CPG product categories. You can use the Fact Sheets online as references, or print them and use them as handouts in APP training sessions. <http://www.epa.gov/cpg/factshts.htm>

EPA WasteWi\$e Program is a voluntary partnership program that targets the reduction of municipal solid waste through recycling and buying recycled: <http://www.epa.gov/wastewise>
The "Buy Recycled Resources" list in the Publications section of the website is comprehensive and current. EPA also provides a WasteWise helpline (1-800-EPA-WISE) that can refer you to a buy-recycled contact in your state.

EPA's Environmentally Preferable Purchasing Program is a federal government-wide program to encourage EPP and assist agencies. EPA's Final Guidance on Environmentally Preferable Purchasing is found at <http://www.epa.gov/opptintr/epp/guidancepage.htm>. The EPP web page also includes success stories and pilot project information. EO 13101 calls for agencies to use EPP guidance and lessons from these pilot projects to modify their AP programs. EPA is in the process of consolidating this information into the "Greening Uncle Sam (GUS)" tool suite: <http://www.epa.gov/opptintr/epp/gus.htm>

Office of the Federal Environmental Executive (OFEE) Web Page resources include a Strategic Plan to implement EO 13101 (authored by the White House Task Force on Greening the Government Through Waste Prevention and Recycling) and the EPA/FEE "Guidance on Conducting Inspections of Federal Facilities for Compliance with Section 6002 of the Resource Conservation and Recovery Act." The OFEE newsletter and other resources are also available. <http://www.ofee.gov>

Defense Logistics Agency (DLA) Catalogs <http://www.dscr.dla.mil/catalogs/catalog.htm> Download the Environmentally Preferred Product Catalog from DLA's website, or call 1-800-345-6333 or DSN 695-4865. Download the Energy Efficient Lighting Catalog from DLA's website, or call 1-800-DLA-BULB. For other specific DLA product information, visit <http://www.dscr.dla.mil/products/epa/htms/pocs.htm> for a list of contact phone numbers.

Federal Logistics Information System (FLIS) is the master database, or 'catalog' for the federal supply system. A joint service committee working under DLA's leadership is modifying FLIS to include information on environmentally preferable products. A series of environmental attributes are being defined, evaluated, and included in FLIS as appropriate. Three attributes have been approved so far: "Energy Efficient", "CPG Items", and "Biobased". Other attributes are in the coordination process. To take advantage of the FLIS information without being a database expert, use "EPRO," DLA's one-stop shop for green products, both stock-numbered and part-numbered. Visit <http://buygreen.dlis.dla.mil>, select the link to the "Electronic Mall" and fill out the registration form. Then browse the EMALL. NSN items bearing an Environmental Attribute Code are identified with a Green Tree symbol on the Search Summary Screen.

General Services Administration (GSA) Environmental Products Guide is available at <http://www.fss.gsa.gov/environ> or call (817) 334-5215. Choose a product type from the web page. Links will lead you to the GSA Advantage online catalog for specific types of environmentally preferable products. On the GSA Advantage page, click the "Advanced Search" link. The



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Advanced Search function allows you to enter a product type in the "Search For" box, and select from one or more of the following environmental attributes: "Environmental Items", "Recycled Items", "Energy Efficient Items", or "Energy Star Items". For example, entering "latex paint" in the search box and checking the "Recycled Items" block will return a list of latex paints that have recycled content.

Javits-Wagner-O'Day (JWOD) Program creates jobs and training opportunities for people who are blind or who have other severe disabilities. It is a mandatory source of supply for federal employees. Visit <http://www.jwod.com> and browse the "Environmentally Friendly Products Store." JWOD program items are also available through GSA schedules. For more information send E-mail to info@jwod.gov or call 1-877-GET JWOD.

UNICOR, operated by Federal Prison Industries, is another mandatory source of supply for federal purchasers. Product schedules include Awards & Signage, Office Supplies, Industrial Equipment, Office Furniture, Linens & Clothing, and Services. The UNICOR web site is <http://www.unicor.gov>. The on-line catalog does not yet identify "green" products, but UNICOR is in the process of working with OFEE on this issue.

Government Printing Office (GPO) furnishes blank paper, inks, and similar supplies to all governmental activities on order. It prepares catalogs and distributes and sells Government publications. To obtain recycled-content paper from GPO, your local Defense Automated Printing Services (DAPS) office is the main point of contact - or credit card holders may contact Mr. Bob Colvin at (202) 512-0208.

National Recycling Coalition is a non-profit coalition committed to maximizing recycling. The NRC also works to develop markets for recovered materials and recycled-content products. Visit <http://www.nrc-recycle.org> for conference information and an on-line library. Look in the "Buying Recycled" section of the library for AP fact sheets and for a series of Case Studies in architectural renovations that emphasize recycled-material products. The Case Studies include manufacturer contact information for a variety of products.

GreenOrder.com is a new web service designed for federal employees to use as a single information repository for locating "green" supplies. Products having recycled content, energy efficiency, biobased content and other environmentally preferable attributes will be included when GreenOrder is fully developed. The site also includes a library of regulations, case studies, articles, and other materials. <http://www.greenorder.com>.

Green Seal is an independent, nonprofit organization dedicated to protecting the environment by promoting the manufacture and sale of environmentally responsible consumer products. It sets environmental standards and awards a "Green Seal of Approval" to products that cause less harm to the environment than other similar products. Green Seal standards are available on their website at <http://www.greenseal.org>. Green Seal also produces and sells the "Choose Green Reports" which evaluate products for compliance with their standards. AF personnel can get these reports from the "Construction Criteria Base (CCB)" compact disk and website: <http://www.ccb.org> (see your design engineers to get the CCB disk or the installation's password to access CCB on line).

McRecycle USA Database Listing is a free booklet available from McDonald's Corporation Environmental Affairs, Kroc Drive, Oak Brook, IL 60521 or (630) 623-5779. McRecycle USA is a program designed to stimulate the market for recycled products. The product listing is organized by Construction Standards Institute (CSI) format. Additional divisions have been added at the end to accommodate non-construction products.

Guide to Resource Efficient Building Elements is produced by the non-profit Center for Resourceful Building Technology in Missoula, Montana. CRBT promotes resource efficiency in building design, materials selection and construction practices. The Guide is an on-line directory that contains contact and product information for hundreds of building material manufacturers



producing everything from foundations to roofing. Visit <http://www.crbt.org/index.html> and look for the link to the "e-Guide" on the left side of the page.

Oikos Green Building Source provides a searchable database of green building products, including (but not limited to) recycled-content products: <http://oikos.com/index.html>. Recycled-content products are flagged in the database by an "environmental benefit code" of RC.

Air Force Center for Environmental Excellence (AFCEE) Affirmative Procurement Program home page offers this Guide, training materials, sample APP plans, and links to other resources. Please visit 130. <http://www.afcee.brooks.af.mil/eq/ap/ap.htm>.

AFCEE's PRO-ACT Program is available to Air Force personnel and their contractors to answer technical questions about environmental program areas, including AP. Please contact PRO-ACT's research staff at DSN 240-4214 or visit the PRO-ACT web site at 131.

<http://www.afcee.brooks.af.mil/pro-act>.

List of Policy Drivers

Web addresses are provided for all documents. AF personnel having difficulty with Web downloads may also request copies from AFCEE's PRO-ACT service at DSN 240-4214.

RCRA Section 6002 (42 U.S.C. 6962): <http://www4.law.cornell.edu/uscode/unframed/42/6962.html>

Executive Order 13101, "Greening the Government Through Waste Prevention, Recycling, and Federal Acquisition": <http://www.ofee.gov/>

40 CFR 247, "Comprehensive Procurement Guideline for Products Containing Recovered Materials": <http://www.epa.gov/docs/epacfr40/chapt-I.info/subch-I/40P0247.pdf>

Federal Acquisition Regulation (FAR) Subchapter D, Part 23 (for program requirements) and FAR Part 52 (for contract clauses): <http://www.arnet.gov/far>

DoD FAR Supplement (DFARS) 223.404(b)(3): <http://www.acq.osd.mil/dp/dars/dfars/dfars.html>

AF Policy Memo, 31 May 00, "Air Force Affirmative Procurement Program": <http://www.afcee.brooks.af.mil/eq/ap/appolicy.pdf>

AFI 32-7080, "Compliance Assurance and Pollution Prevention": <http://afpubs.hq.af.mil/pubfiles/af/32/afi32-7080/afi32-7080.pdf>

AF Engineering Technical Letter (ETL) 00-1, "EPA Guideline Items in Construction and Other Civil Engineering Specifications" (revised document which replaces ETL 94-7). On the "Construction Criteria Base" compact disk and website: <http://www.ccb.org> (see your design engineers to get the CCB disk or the installation's password to access CCB on line), or download a copy of the ETL from the Affirmative Procurement section of AFCEE's website, <http://www.afcee.brooks.af.mil/eq/ap/ap.htm>.

DOD Instruction 4715.4, Pollution Prevention: <http://www.denix.osd.mil/denix/Public/Library/P2-Manager/toc.html>

AF Pollution Prevention Strategy, 24 July 1995: <http://www.denix.osd.mil/denix/Public/Library/P2-Manager/toc.html>



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APPENDIX B: RECOVERED MATERIALS DETERMINATION FORM

Recovered Materials Determination Form

Instructions

This form is to be completed by the procurement originator when EPA designated items included in the Affirmative Procurement Program for Recovered Materials are being procured from outside vendors. For questions on whether the product counts as "EPA designated" or what the required recycled content is, refer to product descriptions on EPA's website at www.epa.gov/cpg/products. This form can be used, but is not required for items requisitioned from established Federal supply sources, for construction item purchases less than \$2,000, or for other purchases less than \$2,500. The completed form becomes part of the contracting office contract file.

Procurement Request/Project No. _____

The EPA-designated items being procured are:

- | | | |
|---|--|---|
| <input type="checkbox"/> Building insulation | <input type="checkbox"/> Binders (paper, solid plastic or plastic covered) | <input type="checkbox"/> Playground surfaces |
| <input type="checkbox"/> Polyester carpet | | <input type="checkbox"/> Park and recreational furniture |
| Cement & concrete containing: | <input type="checkbox"/> Plastic presentation folders | <input type="checkbox"/> Running tracks |
| <input type="checkbox"/> Coal fly ash or | <input type="checkbox"/> Plastic file folders | <input type="checkbox"/> Playground equipment |
| <input type="checkbox"/> Ground granulated blast furnace slag | <input type="checkbox"/> Plastic clip portfolios | <input type="checkbox"/> Traffic barricades |
| <input type="checkbox"/> Flowable fill | <input type="checkbox"/> Plastic clipboards | <input type="checkbox"/> Traffic cones |
| <input type="checkbox"/> Latex paint | <input type="checkbox"/> Office recycling containers | <input type="checkbox"/> Plastic fencing (snow or erosion control, safety barriers) |
| <input type="checkbox"/> Floor tiles | <input type="checkbox"/> Office waste receptacles | |
| <input type="checkbox"/> Laminated paperboard | <input type="checkbox"/> Plastic desktop accessories | <input type="checkbox"/> Channelizers |
| <input type="checkbox"/> Patio blocks | <input type="checkbox"/> Plastic envelopes | <input type="checkbox"/> Delineators |
| <input type="checkbox"/> Shower & restroom dividers/partitions | <input type="checkbox"/> Plastic trash bags | <input type="checkbox"/> Flexible delineators |
| | <input type="checkbox"/> Printer ribbons | <input type="checkbox"/> Parking stops |
| <input type="checkbox"/> Structural fiberboard | <input type="checkbox"/> Toner cartridges | <input type="checkbox"/> Engine coolants |
| <input type="checkbox"/> Railroad grade crossings/surfaces | <input type="checkbox"/> Newsprint | <input type="checkbox"/> Re-refined lubricating oils |
| | <input type="checkbox"/> Commercial/industrial sanitary tissue products | <input type="checkbox"/> Retread tires |
| <input type="checkbox"/> Garden and soaker hoses | | <input type="checkbox"/> Sorbents |
| <input type="checkbox"/> Lawn and garden edging | <input type="checkbox"/> Printing and writing papers | <input type="checkbox"/> Awards and plaques |
| <input type="checkbox"/> Landscaping timbers and posts (plastic lumber) | <input type="checkbox"/> Paperboard and packaging | <input type="checkbox"/> Mats |
| | | <input type="checkbox"/> Signage |
| <input type="checkbox"/> Hydraulic mulch | <input type="checkbox"/> Tray liners | <input type="checkbox"/> Strapping and stretch wrap |
| <input type="checkbox"/> Compost from yard trimmings or foodwaste | | <input type="checkbox"/> Pallets |

Affirmative Procurement Determination

☐ EPA recycled content requirements have been met for this procurement action.

**** OR ****

☐ The following EPA designated guideline item is included in the specifications for project number , however, compliance with EPA standards is not attainable.

Item: _____

I have determined that the EPA guidelines were considered and determined inapplicable, based on the following:



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_____ Item is not available within a reasonable period of time.
(Need date: _____ Date available: _____)

_____ Item fails to meet a performance standard in the specifications.
Specifically, _____

_____ Item is not available from 2 or more sources.
Market research was performed by calling _____(insert number)
vendors, but only _____ (enter name) was able to supply the item.

_____ Item was only available at an unreasonable price (i.e., recycled item cost more than non-recycled item).

Price of recycled item: _____

Price of non-recycled item: _____

This determination is made in accordance with FAR 23.405(c).

Signature
Procurement or technical OPR

Date

